



Maritime &  
Coastguard  
Agency

# APPLICATION FOR MCA-ISSUED WATCH RATING CERTIFICATE Navigational, Engine Room or Electro-technical

# WRC

**IMPORTANT – BEFORE** completing this form please ensure you have read [MSN 1862 Amendment 1](#), [MSN 1863 Amendment 1](#) and the guidance notes on pages 7 to 8 of this form.

Please **email** your application and scanned supporting documents to:

[deck@mcga.gov.uk](mailto:deck@mcga.gov.uk) for Navigational Watch Ratings

**OR**

[engineering@mcga.gov.uk](mailto:engineering@mcga.gov.uk) for Engine Room Watch/Electrotechnical Ratings

## 1 PERSONAL DETAILS

Title Mr/Mrs/Miss etc		Sex Male/Female	
Surname/Family name			
Forename(s) in full			
Date of Birth			
Place and Country of Birth			
Nationality			
	Return Address		
Address			
District			
Town /City			
County/State			
Post Code/Zip			
Country			
Telephone No		Mobile No.	
Email Address			

## 2 CERTIFICATE APPLIED FOR

Capacity:	Please tick (✓)
Navigational Watch Rating Certificate II/4	
Engine Room Watch Rating Certificate III/4	
Electro-technical Rating III/7	

**LENGTH OF VOYAGE:** this must be given in calendar months and days, e.g. from 3 January to 5 March = 2 months and 2 days. Odd days should be added together and reckoned at 30 days to the month.

VESSEL AND VOYAGE DETAILS							DATES		DURATION	
Vessel Name	Flag	IMO Number	GT	kW	Length	Capacity	From	To	No. of Days	No. of Days at Sea
								Total		

**For Navigational or Engine Room Rating please complete checklist 4.**

**For Electro-technical please complete checklist 5.**

#### 4 Checklist for Navigational and Engine Rating

**Failure to provide all required documents below may delay your application**

<b>Attested</b> Scan of Passport (ID page)	<input type="checkbox"/>	<input type="checkbox"/>
Payment – see section 8	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book <b>OR</b> Certificates of Discharge <b>OR</b> Yacht Service Record / Log Book	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials (not required if MCA-approved Yacht Service Record / Log Book provided)	<input type="checkbox"/>	<input type="checkbox"/>
1 passport-style photograph (see guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques (STCW A-VI/1-1) Full course completion and updated training (if applicable ) <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Fire Prevention and Fire Fighting (STCW A-VI/1-2) Full course completion and updated training (if applicable ) <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Elementary First Aid (STCW A-VI/1-3)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Safety and Social Responsibilities (STCW A-VI/1-4)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate (ENG 1) <b>OR</b> Accepted Equivalent*	<input type="checkbox"/>	<input type="checkbox"/>
Fee (see page 5)	<input type="checkbox"/>	<input type="checkbox"/>
Watch Rating training record book*** This is available from <a href="#">MSN 1862 Amendment 1</a> (Navigational) or <a href="#">MSN 1863 Amendment 1</a> (Engineering)	<input type="checkbox"/>	<input type="checkbox"/>
For those with reduced sea time of 2 months: Evidence of MCA Special Training **	<input type="checkbox"/>	<input type="checkbox"/>

\* To comply with health and safety requirements any seafarer employed or engaged in any capacity aboard a seagoing vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. Further information may be obtained from the MCA.

\*\* Accepted Special Training:

#### Deck:

MNTB Deck Rating Training: STCW Basic Training for Seafarers and delivery and assessment for the Level 2 Award in Maritime Studies (Watch Rating – Deck). This is a 4 week college based training course. You will be awarded a Basic Safety Training and Maritime Studies Certificate. You must submit this Certificate with your application.

#### Engineering:

MNTB Engine Rating Training: STCW Basic Training for Seafarers and delivery and assessment for the Level 2 Award in Maritime Studies (Watch Rating – Engine). This is a 4 week college based training course. You will be awarded a Basic Safety Training and Maritime Studies Certificate. You must submit this Certificate with your application.

\*\*\* Each task of the training record book must be signed off by an officer holding an appropriate UK Certificate of Competency or UK Certificate of Equivalent Competency. Any officer signing off a task must record their details in the 'List of Competent Officers':

- For Deck Ratings please see Annex B, page 18 of MSN 1862 Amendment 1
- For Engineering Ratings please see Annex A, page 10 of MSN 1863 Amendment 1

**A task will only be considered complete if the signing off signature matches with the name on the list.**

## 5 Checklist for Electro-technical Rating (ETR)

This certificate is only available UK Citizens and EU Citizens who are ordinarily resident in the UK.

Prior to submitting this application, you must email scanned copies of your qualifications to [exams@mcga.gov.uk](mailto:exams@mcga.gov.uk) so an Examiner can assess your qualifications. If we can accept your qualifications we will provide you with an email confirming that you have met the ETR III/7 STCW convention standard. You must then include a copy of the email with your application.

Attested Scan of Passport (ID page)	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book <b>OR</b> Certificates of Discharge <b>OR</b> Yacht Service Record / Log Book	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials (not required if MCA-approved Yacht Service Record / Log Book provided)	<input type="checkbox"/>	<input type="checkbox"/>
1 passport-style photograph (see guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques (STCW A-VI/1-1) Full course completion and updated training (if applicable) <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Fire Prevention and Fire Fighting (STCW A-VI/1-2) Full course completion and updated training (if applicable) <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Elementary First Aid (STCW A-VI/1-3)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Safety and Social Responsibilities (STCW A-VI/1-4)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate (ENG 1) <b>OR</b> Accepted Equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Email from MCA Examiner confirming qualification is acceptable	<input type="checkbox"/>	<input type="checkbox"/>
Completed <a href="#">III/7 ETR Training Record Tasks</a>	<input type="checkbox"/>	<input type="checkbox"/>
Fee (see page 5)	<input type="checkbox"/>	<input type="checkbox"/>

## 6 DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate). Please refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

Signature:

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**Important: Your signature will be transferred to your certificate so please keep within the border**

Date .....

Print name .....

**Please ensure payment has been made and all required documents have been provided. If your application is missing relevant documents or payment, your application will be delayed and may not be assessed.**

## 7 COUNTER SIGNATURE

Name			
Address			
Town / City			
County/State			
Post Code/Zip		Country	
Telephone No		Occupation	
Capacity in which you know the applicant:			

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photographs submitted bear a true current likeness of the applicant.

Signature..... Date.....

## 8 PAYMENT

**IMPORTANT NOTE:** If you are sending documents from outside the UK and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.

You must ensure you pay the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations).

Payment should be made in pounds sterling (£), by BACS transfer, credit or debit card via online payment facility **Gov.uk Pay** by following the links below.

We are unable to accept cheques, postal orders, banker's drafts or cash.

The fee is £67 for a UK return address (Royal Mail Special Delivery), £77 for EU/EEA return address (courier service) and £87 for the rest of the world (courier service).

Please tick (✓) the appropriate box below to indicate your chosen method of payment.

### Watch Rating Certificate Application

To pay via Gov.UK Pay for delivery to the UK: £67 ☐

<https://www.gov.uk/payments/seafarer-training-courses/application-for-watch-rating-certificate-deck-or-engineering-uk>

To pay via Gov.UK Pay for delivery to the European Union or EEA: £77 ☐

<https://www.gov.uk/payments/seafarer-training-courses/application-for-watch-rating-certificate-deck-or-engineering-eu>

To pay via Gov.UK Pay for delivery to the Rest of the World: £87 ☐

<https://www.gov.uk/payments/seafarer-training-courses/application-for-watch-rating-certificate-deck-or-engineering-row>

If you wish to pay by bank transfer – please email [seafarer.finance@mcga.gov.uk](mailto:seafarer.finance@mcga.gov.uk) to request our bank details.

## GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

Electro –technical ratings must email [exams@mcga.gov.uk](mailto:exams@mcga.gov.uk) prior to applying for this certificate.

## PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM

For further information please refer to [MSN 1862 Amendment 1](#) or [MSN 1863 Amendment 1](#). Please complete this form in BLOCK LETTERS and in black ink.

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.**

Attach all documents necessary to establish your eligibility for a Rating Certificate. Information on Rating Certificates is in the Training and Certification Guidance Notes: For Deck Rating this is [MSN 1862 Amendment 1](#) and for Engineering Ratings this is [MSN 1863 Amendment 1](#). These can be found on our website - [www.gov.uk/mca](http://www.gov.uk/mca) and search by the M-notice number, e.g. "MSN 1862 Amendment 1".

## 1 PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given IN FULL, and should be given in the same format as appears in your passport or birth certificate. Your date of birth should be given in the format DD/MM/YYYY, e.g. 25 September 1984 would be written 25/09/1984.

You must supply the return address where you wish your rating certificate to be sent to.

## 2 PRIVACY STATEMENT

Personal information which you supply to us will be used to process your application to meet the applicable Standards of Training Certification and Watchkeeping (STCW) requirements. To check and report on how effective the MCA and the services it commissions have been. To make sure that the MCA gives value for money. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders.

The information you provide is primarily used for issuing your UK Certificate of Competency (CoC)/Flag State Endorsement (FSE) but may also be used for other related purposes, and shared with other statutory bodies/organisations to enable them to fulfil their statutory obligations.

We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are securely destroyed.

For more information on how we use your information, and your rights to access information we hold on you, please see our full privacy policy available on our website:

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

## 3 CERTIFICATE APPLIED FOR

You can apply for a Navigational or Engine Room Watch Rating Certificate using this form. Please tick to show which.

## 4 SEA SERVICE

For **all** applications the sea service declaration (page 2) must be filled out in full.

On board service is reckoned from the date of engagement to the date of discharge.

Actual sea service is time spent at sea which may include time at anchor or river and canal transits associated with a passage.

For all sea service that is declared, you must submit two forms of evidence. One form of evidence can be Discharge Book entries or Certificates of Discharge, and the other form of evidence can be sea service Testimonials; testimonials must be countersigned by the Master, Chief Engineer or an authorised representative of the owner/operator of the vessel. Testimonials need to state the sign on and sign off dates and actual sea service days.

You must demonstrate 6 months sea service (yachts included) on vessels of at least 15m or over in load line length. This sea service can be reduced to 2 months with 'special training' when following an MNTB course or MCA approved course (**see below**).

## 5 CHECKLIST

This guidance is for Deck and Engineering Watch Ratings. Electro –technical ratings must email [exams@mcga.gov.uk](mailto:exams@mcga.gov.uk) for further guidance.

**4A** - ALL the documents in this section **MUST** be provided before a Rating Certificate will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents. Any candidate failing to submit all the required documents may have their application returned without being processed.

## **Photograph**

Your photograph must be taken full face without a hat and must be a passport approved photograph, measuring a maximum of 50mm x 40mm, in colour.

## **Medical Fitness Certificate**

All candidates must produce a valid medical fitness certificate, either:

- The UK medical fitness certificate, currently known as an ENG 1, issued by an MCA approved medical practitioner, or
- A certificate issued by the administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1

## **STCW Basic Training Certificates**

All candidates must submit the following STCW Basic Training Certificates:

- **STCW Code Ref A-VI/1-1 Personal Survival Techniques Full course completion and updated training (if applicable) <5 years old**
- **STCW Code Ref A-VI/1-2 Fire Prevention and Fire Fighting Full course completion and updated training (if applicable) <5 years old**
- **STCW Code Ref A-VI/1-3 Elementary First Aid**
- **STCW Code Ref A-VI/1-4 Personal Safety and Social Responsibilities**

## **Training Record Book**

You are required to submit a Training Record Book. Please ensure it is fully completed and is submitted in a presentable manner as it is assessed by an Examiner. Failure to do so may result in a delay in your application. The Navigational Training Record Book is available in [MSN 1862 Amendment 1](#) (Annex A, pages 14 to 17). The Engineering Training Record Book is available in [MSN 1863 Amendment 1](#) (Annex A, pages 9 to 11). **Any officer signing off a task must record their details in the 'List of Competent Officers': For Deck Ratings please see Annex D, page 27 of MSN 1862 Amendment 1 For Engineering Ratings please see Annex B, and page 12 of MSN 1863 Amendment 1.**

## **Accepted Special Training:**

**Deck:**

**MNTB Deck Rating Training:** STCW Basic Training for Seafarers and delivery and assessment for the Level 2 Award in Maritime Studies (Watch Rating – Deck). This is a 4 week college based training course. You will be awarded a Basic Safety Training and Maritime Studies Certificate. You must submit this Certificate with your application.

**Engineering:**

**MNTB Engine Rating Training:** STCW Basic Training for Seafarers and delivery and assessment for the Level 2 Award in Maritime Studies (Watch Rating – Engine). This is a 4 week college based training course. You will be awarded a Basic Safety Training and Maritime Studies Certificate. You must submit this Certificate with your application.

## **6 DECLARATION**

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date. Ensure your signature is inside the box this will be transferred to your Watch Rating Certificate.

## **7 COUNTER SIGNATURE**

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. The person who counter signs your application should be a Doctor, Bank Officer, Established Civil Servant, School Teacher or someone of similar standing. They must either be a British citizen **or** a citizen of a Commonwealth country **or** an MCA approved signatory.

## **8 PAYMENT**

You must enclose the correct fee with your application. Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in pounds sterling (£).

**IMPORTANT NOTE:** If you are sending documents from outside the UK and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.